



**TOWN OF FOXBOROUGH**  
**JOB POSTING NOTICE**  
Human Resources Department

**Position:** Accounts Payable

**Department:** Finance

**Manager:** Christine Dupras

**Starting Salary:** \$22.82 - \$28.41 /hr.

**Posting Date:** November 14, 2012

**Close Date:** December 3, 2012  
(late applications will not be considered)

**Position Description:** The Town of Foxborough is seeking applicants to perform accounts payable, payroll reconciliation, as well as a wide range of related accounting duties. Applicants should be highly organized and detail oriented, possess solid communication skills and be able to multi-task in a fast paced environment. High proficiency with Microsoft Office required. This is a 35 hour per week position.

**Qualifications:**

Accounting degree preferred. Experience with MUNIS financials preferred. A self-starter with at least 3-5 years accounts payable and/or accounting experience.

**Apply**

Cover Letter, Application and Resume must be submitted by Monday, December 3rd, 2012 to the Human Resource Director, Foxborough Town Hall, 40 South Street, Foxborough, MA 02035 or [jobs@town.foxborough.ma.us](mailto:jobs@town.foxborough.ma.us).

**The Town of Foxborough is an Equal Opportunity Employer & Affirmative Action employer.**